



## SUPPLEMENTAL INFORMATION GUIDE

### FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION

This information is provided as a supplement to the Instructions accompanying the Historic Preservation Certification Application, found either on the official printed forms or on the web at <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm>. The information reflects guidance that the National Park Service (NPS) has developed over time to assist owners in preparing a complete application package. *The following Supplemental Information Guide reinforces the Instructions in the Application and is not a substitute for that guidance.*

#### NPS Photograph Guidance

See also Photo Documentation section in "Incentives!" web feature: [http://www.cr.nps.gov/hps/tps/tax/incentives/application\\_8.htm](http://www.cr.nps.gov/hps/tps/tax/incentives/application_8.htm)

Photographs must be in color and labeled on the rear with building name, address, date taken, and view shown. Photographs must be numbered sequentially for the entire project. Photographs must be keyed to drawings and noted in the appropriate description block in the Application.

The most effective format for photographic documentation is conventional 35 mm color photographs of at least 4" x 6" in size. Photocopies and instant photographs are not acceptable.

**Digital Photography:** Despite the increasing sophistication of digital photography, the NPS has found that many digital photographs do not provide the level of clarity necessary for review, particularly where resolution of details is important. Color digital photographs are acceptable **only** if they are: 1) taken and printed at a sufficiently high resolution to discern details, 2) printed on photographic paper (not photocopy paper), and 3) printed at least 4" x 6" in size.

Applicants must document with photographs the condition of a property **before any work begins**. Documentation of any work already completed must be included as well.

#### Drawings

Drawings must provide a key to the symbols used. Label North on drawings; reference streets and other buildings. Be sure that the narrative and drawings complement each other, with the same terms and locations used in both.

Site plans are required for projects that involve multiple buildings or changes such as plantings, regrading, or parking lots. Existing and proposed landscape features must be shown on site plans.

Elevation drawings, both "before" and "after," are usually required when changes are proposed at the exterior.

Both existing and proposed rehabilitation floor plans (drawn in the same scale) are required when changes to the plan are proposed; they must be shown on separate drawings. Drawings must identify existing walls, walls to be removed, areas to be filled in, furring, etc.

Where new plumbing or mechanical work is proposed, plans and section drawings are required to show the impact of new systems on historic fabric and spaces.

#### Special Documentation Requirements

**Windows:** Where historic windows are proposed for replacement, thorough photographic documentation of deterioration is necessary. This must include both exterior and interior window details. (See Application, p. 7.) Dimensioned elevation and section drawings of existing window muntins, mullions, stiles, jambs, frames, and top, bottom, and meeting rails are required when historic windows are to be replaced. Dimensioned drawings of the proposed windows in the same scale as the existing drawings are necessary for comparison purposes. **NOTE:** The installation of a sample new window is often useful and may be required to evaluate the proposed window.

**Areas of No Work:** Where no work is being done to a major architectural feature or an entire area (such as windows, roof, second floor, etc.), a statement to that effect must be made on the Application. Photographs are still required.

**Demolition:** Proposals to demolish contributing structures must be accompanied by a structural report prepared by a qualified engineer and by photographs of the building's current condition.

#### Fees

Please see <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm> for information on appropriate fees and payment methods. If paying by credit card, please enclose the credit card form available on the website above.